



## JUDICIAL SYSTEMS AUDITOR Position Description

The [Auditor of Public Accounts \(APA\)](#) is the legislative external auditor for the Commonwealth of Virginia's executive and judicial branches. Our mission is to serve Virginia citizens and decision makers by providing unbiased accurate information and sound recommendations to improve accountability and financial management of public funds. Judicial Systems auditors assist in conducting audits of courts and local constitutional officers, while enjoying award-winning work/life balance. We are looking for mission-driven individuals eager to make a difference in the Commonwealth and motivated to advance with a Richmond Top Workplace employer. Interested candidates should send their resume and cover letter to [Christina.Hansen@apa.virginia.gov](mailto:Christina.Hansen@apa.virginia.gov).

### Position Details

- Perform audits of courts and local constitutional officers
- Demonstrate critical, analytical, and creative problem-solving skills, and sound professional judgement
- Ensure that audit programs and testwork are documented and performed in accordance with team standards
- Independently manage workload of assigned audits to ensure completion within budget and meet deadlines
- Obtain an understanding of the audit objectives, concepts, and Virginia's court system
- Maintain a questioning state of mind and exercise professional skepticism in gathering and evaluating evidence
- Communicate audit findings to court clerks and local officials

### Minimum Requirements

- Associate degree in accounting or relevant work experience in courts or local government
- Strong oral and written communication skills
- Ability to work both independently and collaboratively with a team, while remaining engaged in multiple projects
- Working knowledge of Windows and Microsoft Office software, including Word & Excel
- Some overnight travel requires a valid driver's license and ability to provide own transportation
- U.S. citizen or permanent resident and must pass a background check

### Salary and Benefits

- Salary commensurate with experience
- Annual, Sick, Family/Personal paid time off and 13 paid state holidays
- Community Service, Parental, Education, and Certification Exam leave options
- Tuition and Exam Fee Reimbursement
- Health, Dental, Life, and Long-term care insurance
- Medical and Dependent Care Flexible spending accounts
- Defined Benefit and Defined Contribution retirement plan through the [Virginia Retirement System](#)



**Collaborative**



**Engaged**



**Knowledgeable**



**Professional**